

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-118

POSITION TITLE/NUMBER: Medical Administrative Officer, 06-118, (PD Number: 80712000)

GRADE/PAY: GS-0301-12 \$63,193.00 - \$82,148.00 per annum

OPENING DATE: 21 July 2006 **CLOSING DATE:** 24 August 2006 (1700 hrs)

DUTY LOCATION: 192nd FW, Sandston, Virginia

EMPLOYMENT STATUS: Excepted Service Male/Female Commissioned Officers

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified Commissioned Officers who are currently employed (permanent) in the Virginia Air National Guard Military Technician Program.

GROUP II - All qualified Virginia Army or Air National Guard Commissioned Officers, regardless of employment status (Traditional/Military Technician/AGR). To be considered as a Group II applicant, proof of the appointment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to, or during, the advertisement period.

GROUP III - Individual eligible for membership in the Virginia National Guard.

MILITARY ASSIGNMENT: This position is supervised by COL/06. Grade inversion will not be authorized. Compatible AFSC: 41AX

POINT OF CONTACT: Maj David A. Schlagel, (804) 236-6592

SELECTING OFFICIAL: Col Jay M. Pearsall, 192nd FW Air Commander

QUALIFICATION REQUIREMENTS:

GENERAL - Experience, education, or training which provided a general knowledge of the principles of organization, management and administration.

SPECIALIZED: Must have thirty-six (36) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: operating, program, or managerial experience in a type of work or a combination of functions directly related to the position to be filled or comparable work or functions; experience in developing and recommending policy, organizing and carrying out specific programs, evaluating and recommending changes in methods of operations; experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures; experience preparing written communications and oral presentations and/or briefings or requiring the candidate to communicate orally at the level of the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any civilian/military work experience that supports each KSA. **The KSAs are NOT used for basic qualification.** KSA's may be used as a factor in evaluating candidates at the election of the Selecting/Interviewing Official.

1. Knowledge of the principles and standard practices of management.
2. Knowledgeable of the techniques of organization, direction, coordination and control.
3. Ability to formulate and execute long range plans and programs.
4. Skilled in oral and written communication.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course, and others of comparable level will be credited at a rate of 1 month of education for two months of specialized experience. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

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DUTIES AND RESPONSIBILITIES POSITION DESCRIPTION 80712000: Directs the overall management of medical support for the Air National Guard installation to include tenant unit(s) and GSU(s). Determines the impact and implements courses of action regarding projected Department of Defense (DoD) National Guard Bureau (NGB), Center for Disease Control (CDC), Office of Assistant Secretary of Defense (OASD), Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Air Force Occupational Safety and Health (AFOSH), Federal Emergency Management Agency (FEMA), and Military Support to Civil Authorities (MSCA) that affect Air National Guard plans, directives and missions. Provides medical management and advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Directs work to be accomplished by the base medical and bioenvironmental programs, ensuring each is developed and implemented according to applicable regulations. Ensures implementation and compliance with Occupational Health for dual and non-dual status personnel, the Occupational Health Program to include the Hearing Conservation Program, Immunization Program, and Fetal Protection Program and provides oversight for base environmental pollution monitoring, Respiratory Protection Program, Radiological Protection Program, Ionizing Radiation Program, Potable Water Quality Program, Hazard Communication (HAZCOM) Program, and Quantitative Fit Testing Program. Analyzes, evaluates, monitors and reports Individual Medical Readiness (IMR) for Wing, tenant unit(s) and GSU personnel. Implements the medical portion of the Designed Operational Capability (DOC) Statement of the unit. Interprets, implements and administers laws, procedures, regulations and directives pertaining to various Air National Guard (Surgeon General or Medical) stand-alone, networked, or web-based medical systems. Serves as the installation's technical advisor regarding ANG medical capabilities related to "Homeland Defense" (HLD) and Military Support to Civil Authorities (MSCA). Serves as the installation subject matter expert and problem solver for medical and dental health benefits. Represents and speaks on behalf of the Wing Commander with regard to ANG Medical Management issues with representatives of the NGB, the Office of the Adjutant General/Joint State Headquarters, and other military components. Serves as the Medical Group's active member of the Wing Financial management Board (FMB), functions as the Wing lead Health Professional Recruiting/Retention Liaison Officer. Manages all health services activities.

REMARKS: This position is currently located in Sandston, VA but will relocate to Langley, AFB, Hampton, VA.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/ NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE MUST PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/jobss/Docs/statepoc.htm>

TPVA 06-118

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer